

14 FAH-2 H-300 PRE-SOLICITATION ACTIVITIES

14 FAH-2 H-310 ACQUISITION PHASES

*(CT:COR-1; 12-20-2005)
(Office of Origin: A/OPE)*

14 FAH-2 H-311 GENERAL

(CT:COR-1; 12-20-2005)

It is useful to think of the acquisition process as having three phases:

- (1) Preparing the solicitation, which includes advance planning (pre-solicitation);
- (2) Soliciting and awarding the contract (pre-award); and
- (3) Administering the contract after award (contract administration).

14 FAH-2 H-312 SCOPE

(CT:COR-1; 12-20-2005)

- a. This chapter discusses pre-solicitation activities and the actions that Department requirements offices and contracting offices must complete before requesting bids/proposals from the business community
- b. Actions taken in the pre-solicitation phase of the acquisition process result in the completion of a Preliminary Forecast Plan and a Procurement Request Package, including the development of the Performance Work Statement, independent U.S. Government cost estimate, and technical evaluation criteria. For domestic acquisitions of supplies or services exceeding \$5 million or more, a written acquisition plan is required in accordance with Federal Acquisition Regulation (FAR) Subpart 7.1.
- c. Contracting officer's representative (COR) responsibilities versus contracting officer responsibilities in the pre-solicitation phase are listed in 14 FAH-2 Exhibit H-312.

14 FAH-2 H-313 THROUGH H-319 UNASSIGNED

14 FAH-2 EXHIBIT H-312 PRE-SOLICITATION PROCUREMENT STAGE RESPONSIBILITIES OF THE CONTRACTING OFFICER'S REPRESENTATIVE (COR) AND THE CONTRACTING OFFICER (CO)

(CT:COR-1; 12-20-2005)

COR RESPONSIBILITIES	CO RESPONSIBILITIES
Perform market research	Review Procurement Request Package and recommend changes as necessary
Develop specifications or Performance Work Statement	Perform market survey
Develop evaluation criteria	Develop source list
Develop independent Government cost estimate and reserve funds	Make set-aside determinations
Secure necessary approvals	Publicize the solicitation, i.e., Federal Business Opportunities (FedBizOpps) or other source
Suggest sources	Review and approve Justification for Other than Full and Open Competition (JOFOC), if necessary
Prepare Procurement Request Package	
Chair the Technical Evaluation Panel (TEP)	
Secure members of the TEP	
Prepare JOFOC, if necessary	